

PROJECT MANAGER II, LITTLE HOOVER COMMISSION
OPEN EXAMINATION - SPOT: SACRAMENTO

STATE OF CALIFORNIA
LITTLE HOOVER COMMISSION

SALARY RANGE:

\$4,989 - \$6,064

FINAL FILING DATE:

CONTINUOUS



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE SINCE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY

This is an OPEN SPOT examination for the Little Hoover Commission. Applications will not be accepted on a promotional basis. Career Credits do not apply.

HOW TO APPLY

Applications are available upon request and may be filed in person or by mail. Resumes alone will not be accepted. Testing is considered continuous as dates can be set at any time. The Testing Office shown below will accept applications continuously and will notify and test applicants as needs warrant. APPLICANTS MAY APPLY ONLY ONCE IN ANY CONSECUTIVE 12-MONTH PERIOD. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** Submit applications to:

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
1325 “J” STREET, SUITE 1714
SACRAMENTO, CA 95814-2976

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either I”, or “Or II”, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS

Either I

One year of experience performing the duties of a Project Manager I, Little Hoover Commission, Range B.

Or II

Broad and extensive (more than five years) responsible professional analytical writing experience, including published work in newspapers, magazines, trades or academic journals, or books. This experience must have included responsible participation in editorial work. (Experience in the California state service applied toward this pattern must include one year performing the duties of Project Manager I, Little Hoover Commission, Range B.) and

Equivalent to graduation from college with major work in journalism, English, economics, political science, public administration, or a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis).

Special Personal characteristics: Demonstrated ability to act both independently and as a member of a team; flexibility; tact.

THE POSITION

This is the full journey level in the series. Under general direction from the Executive Director, incumbents are responsible for the most sensitive and complex studies undertaken by the Commission. These studies have statewide impact and are the focus of intense media and legislative interest. Incumbents manage both external and internal study teams and contractors and interact on behalf of the Commission with department heads, agency secretaries, and individuals of similar status in the private sector. Incumbents are responsible for writing entire reports and may act as lead to Project Manager I.

EXAMINATION INFORMATION

Qualifications Appraisal – Weighted 100%

This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

SEE REVERSE FOR ADDITIONAL INFORMATION

PROJECT MANAGER II, LITTLE HOOVER COMMISSION IQ09 - 5431 FINAL FILING DATE: CONTINUOUS

DEPARTMENT OF GENERAL SERVICES ❖ OFFICE OF HUMAN RESOURCES

1325 “J” STREET, SUITE 1714 ❖ SACRAMENTO, CA 95814-2976 ❖ (916) 323-7101

California Relay (Telephone) Service for the Deaf/Hearing Impaired: From TDD 1-800-735-2929, From Voice 1-800-735-2922

SCOPE	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <div><div>A. Knowledge of:</div><div><div>1. Research, survey, and analytical processes.</div><div>2. California state government functions, organization, and processes.</div><div>3. Methods of presenting the results of research.</div><div>4. Techniques of editing and preparing material for publication including English usage, grammar, punctuation, and spelling.</div><div>5. Report writing elements.</div></div><div><div>B. Ability to:</div><div><div>1. Plan and carry out Commission studies.</div><div>2. Do unusual and difficult analytical research and analyze data.</div><div>3. Initiate and perform analytical research using a variety of sources.</div><div>4. Establish and maintain cooperative working relationships.</div><div>5. Use interdisciplinary teams effectively in the conduct of studies.</div><div>6. Facilitate meetings and communicate effectively with individuals and groups.</div><div>7. Reason logically and creatively and use a variety of analytical and research techniques to solve complex problems.</div><div>8. Analyze situations and propose an effective course of action.</div><div>9. Identify the need for, and provide creative thinking related to, complex problems.</div><div>10. Develop and evaluate alternatives.</div><div>11. Write thorough, credible, well-documented reports.</div><div>12. Work within tight deadlines.</div><div>13. Encourage, inspire, and coordinate the work of advisory committees and consultants.</div><div>14. Conceptualize and develop recommendations to restructure state government to make it more effective and efficient.</div><div>15. Utilize a variety of theoretical and analytical approaches to resolve complex problems.</div><div>16. Serve as a team leader.</div><div>17. Consult with and advise Commission Members, management ,and other interested parties on a broad range of subject matter areas.</div><div>18. Establish and maintain project priorities.</div><div>19. Speak effectively before large groups</div></div></div></div>
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ELIGIBLE LIST INFORMATION	An open eligible list will be established for Little Hoover Commission. Names of successful competitors are merged into the list in order of final scores, regardless of the date. Eligibility expires 12 months after it is established.
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VETERANS' PREFERENCE	Veterans' Preference Credit will not be granted in this examination since it does not qualify as an entrance examination under the law.
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GENERAL INFORMATION

It is the candidate's responsibility to contact the DGS Office of Human Resources at (916) 323-7101 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of General Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the depth, breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her efforts toward self-development.

Veterans' Preference: If this examination is an entrance examination as defined in Government Code Section 18973.5, veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS. Directions for applying for veterans' preference are on the Veterans' Preference Application form which is available from the State Personnel Board office and the Department of Veterans Affairs, P. O. Box 1559, Sacramento, CA 95807.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

CALIFORNIA DEPARTMENT OF GENERAL SERVICES

1325 "J" Street, Suite 1714

Sacramento, CA 95814-2976

Telephone (916) 323-7101

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
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